

OTCnet Release 1.5 Information Session Transcript

In anticipation of OTCnet Release 1.5, the OTCnet Team invited all OTCnet Points of Contacts (PoCs) to attend the OTCnet Release 1.5 Information Session. This event provided in-depth information on the new release features and helped PoCs prepare for the upcoming changes to the OTCnet system. Below you will find the script for this information session, which goes along with the OTCnet Release 1.5 Information Session presentation. To access this presentation, please select the following:

<http://www.fms.treas.gov/otcnet/events.html>

Slide 1:

(Evelyn Morfin, Agency Adoption) Welcome to the OTCnet 1.5 Information Session.

Slide 2:

In today's agenda, we will start off with a warm welcome from Reggie McKinney from the Bureau of the Fiscal Service. We know you are all excited about Release 1.5, so we will proceed to an overview presented by Puja Thacker from the Requirements Team. To give you a few examples of the features in this new release, Zeleste Agosto Henry will demonstrate the Historical Reporting feature and give an overview of the new hardware. We will conclude the session by having Bonnie Peters touch on what is in store in future releases. She will also conduct a Q&A session where all of our presenters will be available to answer questions. Without any further ado, I will pass it off to Reggie.

(Reggie McKinney, Bureau of the Fiscal Service) On behalf of the entire OTCnet team, I want to thank you and welcome you to this OTC net webinar. Thank you for taking the time out of your schedule to join us today. We know you have other priorities, so we thank you for being able to participate. We have a lot of information to share today and we are excited about this upcoming release.

Throughout the next hour, the team will share the new system functionality, explain in detail the changes, and provide screen slides displaying these features. The team will go over this release in detail, but I want to mention a few in the beginning.

We are introducing two new check scanners to add to our suite of hardware. We have a new Multiple Check Speed scanner and we are also adding a Single Check Feed scanner. It's interesting to know we will still continue to support the existing scanners in production today.

The other thing I want to mention is that we are happy to announce that we have fixed the Batch List Report issue. The team has worked hard to identify the cause and also implement a fix into Release 1.5. The team put a lot of hard work to bring the release into production. The Development, Requirements, and Testing Teams have all done a wonderful job in getting solutions to production. The Training Team has also been busy updating the training website.

We will be having a User Testing Session. It ends on May 7th and it will be for a two week period. We are looking for agencies to participate to test the release. No travel is required. You can perform the testing at your own location. You have other priorities and I understand, so we don't want to require a lot of your time. If you would like to be part of the testing, you can contact Tameka from Fiscal Service and you can find Tameka's information on the Fiscal Service webpage. I will turn it over to the Requirement Team. Thank you.

Slide 3:

(Puja Thaker, Requirements Team) Thank you, Reggie. As Reggie mentioned, we will begin with an overview of Release 1.5.

Slide 4:

Fiscal Service has identified two top priority projects. Both of these projects are going to be implemented in two phases. Release 1.5 will start with short-term changes, and we will implement the long-term changes in future releases. OTCnet Release 1.5 will be made available in June 2014 and in today's meeting we will go through the changes that we listed on this slide.

First, we will start with the Straight Through Processing (STP) changes and move to report updates. Third, we will go through the Close a Batch and Approve a Batch screen changes. Fourth, we will go over the Batch List Report updates. Then, we will get to the Archiving Changes including the new Historical Report and we will go through the scanners.

Slide 5:

The first change is STP. This will process Non-Appropriated fund transactions separately from regular check transactions. This STP change will not impact the majority of agencies besides AAFES, Air Force and Holocaust Museum.

Slide 6:

The next change is to redefine the Voucher Date to ensure that agency practices are in compliance with the Treasury's Financial Manual. It will be changed for credit batches only. The Voucher Date is currently defined as the banking day after the transaction is received by Debit Gateway. With the change in Release 1.5, the Voucher Date will be defined as the same date that the transaction is reviewed by Debit Gateway and the Settlement Date -1 business day. To show the change, we updated the 215 Deposit Ticket Report and the 5515 Debit Voucher Report to include the new Voucher Date field. You see this in the screenshot on the page. The Voucher Date is highlighted in red and that is the new field we are adding on both reports.

Slide 7:

We made a few different changes on the Close and Approve Batch screens based on agency feedback. The first change is to move the Print PDF Report button and we moved it in line with the Cancel and Confirm button. The next change is to the Download button, which now says Export. The third change is to the Confirm button that used to say Confirm Report Print, but we changed that to say Confirm. This also changes the behavior of that button. Now, users have to either select Export or Print PDF Report before the Confirm button is enabled. This forces agencies to print or download the report before they can confirm their batch. The last change on the screen is to the note that says, *Please export or print the batch report prior to selecting confirm button*. All of these changes were made to better reflect the process required for confirming or for approving an OTCnet batch.

Slide 8:

The next two slides are about the changes to the Batch List Report. The report will be generated through new software that will resolve the current issues where the report doesn't populate or is unable to print. In addition, we also updated the look and feel of the report.

We first moved the OTCnet Endpoint field to the top of the page. The next change was the location of the processing method. To better utilize the space on the report, we moved that field to the right-hand side of the table. The third change was the added Cashier ID field to the right column of the report and this field will be populated with the ID of the user that scanned the check.

Slide 9:

We also changed the Batch List Report Summary Table on the left. You will see in the current report that you need to place a separate OTCnet Endpoint Total in a separate table for Overall Total. We consolidated these into one Batch List Summary Table that displays the same information, but in an easier to read format.

Slide 10:

The Check Processing Archives and Historical Reports change is one of the major changes for Release 1.5. OTCnet will begin saving check transaction data to a historical database to help users search and generate reports more efficiently. This will introduce a new Historical Report and in the screenshot you will see this feature is located under the reports tab. Users will be able to view the Historical Report and search for data older than 18 months.

Also, if you search for any data older than 18 months in the current report or in the agency report, you will not see the data. Instead, you will get a message guiding you to search for the historical data and Historical Report. Now, I will turn it over to Zeleste Agosto Henry for a demonstration on Historical Reports.

Slide 11:

(Zeleste Agosto Henry, Training Team) I want to go ahead and walk you through what Historical Reports will look like in OTCnet and how to use the Historical Reports.

Slide 12:

To access the new Historical Reports feature, you click on the Reports tab - just as you normally do. After you click the reports tab and select Historical Reports, you will select the Generate Historical Reports function.

Slide 13:

After you click on that function, you will notice that the CIRA CSV Historical Reports page appears. This is the same information that you would enter in the CIRA CSV Report. Nothing has changed, except that you will be searching for information for any batches that are 18 months or older, regardless of status.

Slide 14:

In this example, I decided I wanted to search for a batch by the Check Capture date. You'll notice here, I put August 1, 2011 to August 10, 2011. I enter the information and click the submit request button on the lower right-hand side of the page.

Slide 15:

Once I have done that, I will get a message that appears at the top that says my report has successfully been received. I can now continue to work in OTCnet while this report is generating. Depending on the

amount of information that you're requesting, it can take about 5 to 20 min to generate. This report that I captured took me about a minute. It was very short.

Slide 16:

Now, I want to see the report I previously generated. So, I click the Reports tab. Then I select Historical Reports again, but this time I select Previously Generated Reports.

Slide 17:

Once I select that function, you'll notice that the *View Previously Generated Reports* page appears. In this example, you'll notice I ran the report. If the status is processing, it will say *In Process* under the Status Column. If the report is ready and it has generated, the Status Column will say *Completed*. Next, I can click on the CSV icon.

Slide 18:

Once I do that, I will now get a File Download box that appears and I have three options. I could open it, cancel it, or save it. I will save it and then I will receive the Save As dialog box. I then enter the filename and actually enter I where I want to put this file. In this example, I am saving it to my Downloads program. After I enter my filename, I click save.

Slide 19:

On slide 19, you will notice here that the file is downloading it and I have an option. I can open the download, open the folder, or select close. Here, I am clicking Open and below you will notice this is an example of what the Historical Report looks like.

Slide 20:

Let's go ahead and transition over to our hardware overview, as Reggie had mentioned.

Slide 21:

You were actually e-mailed a PowerPoint presentation and Scanner Overview document. The Scanner Overview document gives a high-level view of the four scanners we currently have available for purchase. Not shown are the RDM 5000 and 6000 and Panini MyVisionX; they're still supported but are no longer available for purchase.

Slide 22:

However, as you will notice on slide 22, we have the RDM EC 9000 and the Panini I: Deal scanners available. The EC 9000 is actually a Multiple Feed scanner. The Panini I: Deal scanner is actually a Single Feed Scanner, so you will put a batch of checks at the top and it will feed one at a time.

Slide 23:

We are now going to discuss the keypad that is also available. Just to reiterate, the keypad is actually optional and it is not required. This may be something that will assist you with your agency's accountability. If you are interested in ordering one, you'll notice that it is being sold for \$268.75 and here are more details for you to read. This information about the keypad is on the backside of the Check Scanner Overview document.

Slide 24:

On slide 24, you will notice that there is information for purchasing the hardware. You actually have two options. You can submit an IPAC. The benefit of using the IPAC is truly that you will work with Treasury to get it approved and you will actually have free shipping with Fiscal Service. The second option is that you can contact the vendors and purchase the scanner through them. The one thing I want to point out is that you would have to pay shipping with the vendor.

Slide 25:

Slide 25 provides an overview of the resources that we provided you. Now, I will go ahead and turn it over to Bonnie Peters who will talk about future releases.

Slide 26:

(Bonnie Peters, Requirements Team) Thank you. I would like to give you a very high-level overview of Release 2.0.

Slide 27:

This release is currently scheduled for Spring 2015, and here is an overview of new features that we will introduce. With Release 2.0, we are going to allow users to classify a check with multiple accounting codes. Agencies will also have an option to classify one single check or to classify at a batch level. Now, remember this configuration can only be done at the OTC endpoint level. The second important feature we will add is that users will be able to search CIRA Query and OTCnet Reports for adjusted, corrected, or reversed (ACR transactions) from Debit Gateway. The third feature we are going to be adding is the capability to add a default accounting code to an OTCnet Endpoint. This is important because we need to think about what happens if you classify a batch of checks and then you have a returned item. How should you classify that? Default accounting codes allow agencies to add an accounting code to those transactions. The last feature we are going to provide to agencies is an administrative feature that will allow agencies to add, edit, or remove Agency comments that are associated with a voucher that is sent to CIR.

Slide 28:

To access the questions and answers discussed during the Q&A session, please select the following:
<http://www.fms.treas.gov/otcnet/events.html>

If you have any additional questions about future OTCnet releases, please feel free to contact the Treasury OTC Support Center at 866.945.7920 or via email at FMS.OTCChannel@citi.com.